



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

**TERMS OF REFERENCE
FOR
OPEN TENDER
PROGRAMME AND PROJECT
MANAGEMENT**

STR/2021/002

Closing Date: 30 APRIL 2021, 12:00 noon

Validity Period: 120 days

Document Title	Terms of Reference for Open Tenders		
Document Number	FIN-TR-001(B)	Date Compiled:	07 February 2011
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Review: CFO		Approved: CEO	

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1 ACRONYMS

merSETA - Manufacturing, Engineering and Related Services Education and Training Authority

2 BACKGROUND

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established to promote the Skills Development Act, (Act No. 97 of 1998). It facilitates skills development in the following sub-sectors: metal and engineering, automotive manufacturing, motor retail and component manufacturing, new tyre manufacturing and plastics industries.

Programme management exists to coordinate, direct and oversee implementation of a set of interrelated projects to deliver outcomes and their benefits, which are aligned to an organization's strategic objectives. A programme may comprise of projects across different areas of the organization.

The success of a programme/s relies heavily on the implementation processes and systems in place. The merSETA has a pool of programmes/ projects running concurrently in an effort to achieve its strategic mandate/s. The portfolio of projects has been increasing every financial year and a need for a structured programme management approach has emerged in order to enable merSETA to track the implementation of programmes/projects.

3 INTRODUCTION

The merSETA is a Schedule 3 A entity established in terms of the Public Finance Management Act and the Skills Development Act. The merSETA is mandated by the Department of Higher Education and Training to further skills development. In line with the NSDP 2030, the Minister, under Government notice 42589, published the reestablishment of the SETA's for a further period of ten (10) years commencing on 01 April 2020 up until 31 March 2030.

The merSETA seeks to appoint a service provider to develop and implement a comprehensive programme and project management system. The project

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management system will have capability of managing multiple projects at all stages of implementation.

4 OBJECTIVE

To source a service provider to:

- 4.1 Conduct an assessment of the merSETA project management process and systems;
- 4.2 Design and develop programme and project management systems to be used for the management of all merSETA projects;
- 4.3 Develop tools and user guidance for the management of merSETA projects; and
- 4.4 Train merSETA officials on the system and user support for a determined period of time.
- 4.5 Maintain the system during the contract period.

5 PROJECT/ CONTRACT

The contract period will be for a maximum of three (3) years from date of signature of the Service Level Agreement (SLA).

6 SCOPE OF PROJECT

The Scope of this project will focus on the following aspects to achieve the following outcomes and deliverables:

- 6.1 Establish a project management team of experts to develop a project management system for the merSETA;
- 6.2 Conduct an assessment of the merSETA project management tools and systems and produce a report;
- 6.3 Design and develop and implement a project management system supported by relevant electronic tools;
- 6.4 Conduct user training of the project management system to merSETA project/programme staff;
- 6.5 Transition the project management system to merSETA and support implementation for a period not exceeding 12 months.
- 6.6 Maintenance of the system during the contract period.

The project will involve travel to merSETA regional offices located in Free State (Bloemfontein), Gauteng (Johannesburg and Pretoria), Mpumalanga (Witbank),

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KwaZulu Natal (Durban), Western Cape (Cape Town) and Eastern Cape (East London). The travel cost relates to the assessment and training deliverables in this project. The bidder will have to provide budget estimates to cover this cost.

7 OUTCOMES AND DELIVERABLES

The outcomes and deliverables for the project must to include the following Deliverables:

7.1 Conduct an assessment of the merSETA project management process and systems;

7.1.1 The bidder will conduct an assessment of the merSETA project management processes and systems. The assessment will include the current information and technology systems. The end product will be an assessment report which will provide the current situation and its deficiencies, and recommendations which will inform the development of a new system.

7.2 Design and develop programme and project management systems to be used for the management of all merSETA projects/programmes;

7.2.1 Establish a comprehensive Programme Management System and Practice to be used for the management of all merSETA projects that includes but not limited to policies, procedures, business processes, structures, guidelines and tools. The system and practice must be based on established Programme and Project Management frameworks and standards. The project management system should interface with other merSETA information and technology management systems and should have online and off-line functionalities. The development of said system should allow for strategic re-alignment or any development changes envisioned or required by the merSETA during the contract period. Bidders should have capacity and flexibility to navigate and implement such changes within a reasonable timeframe.

7.2.2 Implement the Programme Management

Information System for a determined period not exceeding three (3) years.

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7.3 Develop a user manual for the management of merSETA projects

The bidder will develop a user manual. The manual will be in a format that is user friendly to the users including merSETA grant recipients.

7.4 Train merSETA officials on the system and user support for a determined period of time.

The bidder will develop a training material and deliver the training to the merSETA staff. The training material should be for both face to face and virtual delivery.

7.5 System handover: licenses, copyright and ownership

The Bidder during the handover of the system will ensure that the ownership of the system inclusive of its intellectual property, licenses is handed over to the merSETA in a manner and form agreed upon between the parties.

7.6 Maintenance

The bidder will conduct maintenance on the system during the contract period and will be further defined in the Service level agreement.

8 CONTENT OF SUBMISSIONS

8.1 Provide a proposal as per the scope of work above

8.2 Provide detailed pricing schedule and summarise same on SBD3.3 form.

8.3 Any additional service offering relevant to the scope of work

8.4 Proof of registration on the Central Supplier Database hosted by National Treasury.

8.5 Fully completed and signed SBD 1; 3.3; 4; 6.1; 7.2; 8 and 9 forms.

8.6 Bidders to indicate if there will be any subcontracting and also indicate the percentage (%) on the SBD 6.1 form.

8.7 Certified ID copies of all directors of the company;

8.8 Certified copy of valid BBBEE certificate, CIPC BBBEE certificate or affidavit. BBBEE Certificate issued by CIPC will be verified with CIPC.

8.9 In instances of a joint venture /consortium the Joint Venture Certificate must be included (indicating the percentage of duties for all companies in the joint venture). The consolidated joint venture B-BBEE Certificate must be submitted in order to claim points. However, for a subcontractor the B-BBEE certificate of both the contractor and subcontractor must be submitted.

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9 REQUIREMENTS

- 9.1 The bidder must have preferably five (5) years' experience in delivering similar projects. Experience will be demonstrated in a form of entity CIPC registration certificate, CSD registration and client reference letters that are not more than twelve (12) months old. **Less than 3 years' experience and failure to submit the required supporting evidence will lead to immediate disqualification from the bidding process and any further consideration of the bid.**
- 9.2 The bidder must prove capacity to undertake a project of this nature and capacity to complete the project by the due date, through resources, academic qualifications, and relevant experience. **Failure to provide the necessary proof will lead to immediate disqualification from the bidding process and any further consideration of the bid.**
- 9.3 The bidder must provide at least two (2) written and contactable references from clients where work of similar nature was undertaken. The reference letter must show the duration for which the bidder has provided a service and signed by the bidder's client within twelve (12) months of the closing date of this bid.
- 9.4 The bidder must provide a project implementation plan demonstrating how outcomes detailed in section 5 of this TOR will be implemented. The project implementation plan must not exceed a period of three (3) years.
- 9.5 Bidders must provide a description of the proposed system, and the technological support capabilities. The proposed system must be compliant with best practice frameworks and standards in programme and project management.
- 9.6 Bidders must indicate and provide how the system will be handed over inclusive of any licensing.

10 SCORING GRID

All bids duly lodged will be evaluated on functionality, price, BBBEE and will be subjected to a two-phased evaluation (Phase 1: functionality evaluation and Phase 2: Presentation, price and BBBEE evaluation) The evaluation criteria and weighting for measuring functionality are shown in the table below and will apply to 14.1.

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Phase 1: Evaluation

No	Criteria	Score	
1	The bidder (The entity) must have an experience of five (5) years in developing and implementing project management systems for large scale skills development initiatives or public sector development initiatives. Programme or Project management experience will be demonstrated in a form of entity CIPC registration certificate, CSD registration and client reference letters letter that are not more than 12 months. All the above are required and failure to provide will lead to disqualification.	5 years and above	10
		3 - 4 years	5
		Less than 3 years	0
2	Bidder must provide evidence of capacity to undertake a project of this nature. The evidence will be in a form of a curriculum vitae that will show the experience in managing the development and implementation of a similar project. Certified academic qualification at a minimum of a master's degree. Foreign obtained qualifications must be accompanied by a SAQA evaluation certificate. The submission must clearly stipulate the Project Manager.	Project Manager: experience of five (5) years and above accompanied by a CV with stipulating relevant experience and certified academic copies.	10
		Project Manager: experience of 3 – 4 years accompanied by a CV with stipulating relevant experience and certified academic copies.	5
		Less than three (3) years and/or failure to submit CV as evidence	0

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		of required qualification and experience.	
3	<p>Bidder must provide two (2) technical leads: 1st for systems development and the 2nd with research (Implementation) experience. The bidder must provide evidence of capacity to undertake a project of this nature. The evidence will be in a form of a curriculum vitae that will show the experience in developing a similar project as well as academic qualifications related to systems development and research. Certified academic qualification.</p> <p>The submission must clearly stipulate the Technical leads. Two (2) technical leads: Systems lead (technology and information systems degree) and Implementation lead (a minimum Master's degree)</p> <p>Foreign obtained qualifications must be accompanied by a SAQA evaluation certificate.</p>	<p>Technical leads: An expert with the following requirements and accompanied by a CV, certified copies of qualifications – Masters qualifications, minimum 5 years' experience in conceptualising, design, develop and implement project management within the skills development environment and good understanding of the PFMA and related regulation.</p> <p>Technical leads: An expert with the following requirements and accompanied by a CV, certified copies of qualifications – technology and information systems qualifications, minimum 5 years' experience in programme/project</p>	10

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		management systems development.	
		Technical leads: experience of 3 - 4 years (Description same as above)	5
		Less than 3 years and/or failure to submit evidence of required qualifications and experience	0
4	<p>Bidder must provide an Account Manager and evidence of capacity to undertake a project of this nature. The evidence will be in a form of a curriculum vitae that will show the experience in managing the development and implementation of a similar project. Certified academic qualification.</p> <p>The submission must clearly stipulate the Account Manager with account management skills and qualifications.</p> <p>Minimum of Bachelor's degree. Foreign obtained qualifications must be accompanied by a SAQA evaluation certificate.</p>	<p>Account Manager: experience of 5 years and above accompanied by a CV provided with stipulating relevant experience and certified copies of qualifications.</p>	10
		Account Manager: experience of 3 - 4 years accompanied by a CV with stipulating relevant experience and certified copies of qualifications.	5
		Less than 3 years and/or failure to submit evidence of required qualification	0

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5	Bidder must provide three (3) written, signed verifiable letters of reference from clients not older than 12 months from the closing date of this bid where similar work has been delivered.	3 reference letters	10
		2 letters	5
		Less than 2 letters	0
6	<p>Bidder must provide within the proposal a project implementation plan not exceeding 3 years. The project plan must clearly stipulate the timelines on how the outcomes and deliverables will be achieved.</p> <p>The implementation plan must show any additional staffing personnel and their qualifications required to complete this project.</p>	Project implementation plan provided in line with criterion 6 description	10
		No Project implementation plan	0
7	Bidders must provide a description of the proposed system, and the technological support capabilities.	Project description provided	10
		No Project description provided	0
8	Bidders must provide how the system will be handed over inclusive of any licensing.	Handover processes provided	10
		No Handover processes provided	0

11 BUDGET (COST ESTIMATION)

The 80/20 evaluation criteria will be utilised. This evaluation criteria refers to 80% for Price and 20% for B-BBEE.

12 CLOSING DATE

The closing date for submissions to be considered for this project shall be 30 April 2021, 12:00 noon.

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13 PAYMENT TERMS

The merSETA undertakes to pay valid invoices in full within 30 (thirty) days from receipt of the correct invoice and for work done to its satisfaction upon presentation of a substantiated claim. The merSETA shall not pay for any unproductive or duplicated time spent by the Bidder on any assignment because of staff changes, inefficiencies, or rework.

14 EVALUATION PROCESS

14.1. Phase 1: Bid Documents Evaluation

All bids duly lodged will be evaluated on functionality and price. The evaluation criteria and weighting for measuring functionality are shown below:

Criterion	Weighting	Minimum thresholds
Years of experience	15%	7.5%
Capacity to deliver - project manager	10%	5%
Capacity to deliver – two technical leads	10%	5%
Capacity to deliver - Account Manager	10%	5%
Three (3) written, signed verifiable letters of reference from clients not older than 12 months.	10%	5%
Project implementation plan	15%	15%
project description	15%	15%
Handover processes	15%	15%
Total	100%	72.5%

The overall minimum threshold for functionality will be **72.5%** where all individual thresholds are adhered to.

The evaluation of submitted bids will be conducted as follows:

Firstly, the bids will be evaluated for functionality based on the evaluation criteria and the minimum threshold as shown in the table above. Any bid that fails to meet the overall minimum threshold or has not received the minimum score for any individual component thresholds will be disqualified.

Bidders who meet the minimum functional requirements will proceed to be evaluated against a presentation.

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Thereafter, only the qualifying bids will be evaluated in terms of the **80/20** preference points system, where **80** points will be allocated to price only and **20** points will be allocated the bidder's B-BBEE status level of contribution.

This will be carried out in accordance with the PPPF Act and as follows;

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

14.2. Phase 2: Presentation evaluation

Bidders are advised to prepare a presentation aligned to 6.2 in the outcome and deliverables section. Only bidders who obtain the total presentation scores will be considered for this tender.

No	Requirement	Criteria	Score
1	Show how the system flows efficiently between functions/screens (Easy Navigation)	Can navigate between screens without breaking the flow.	10
		Cannot flow from one screen to another (requires user to search every time)	0
2	Demonstrate the use of Dashboards in the system	Dashboard clearly demonstrated for various use groups	10
		No Dashboard functionality available	0
3		BI Reporting with ad-hoc	10

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	Illustrate the Business Intelligence Reporting functionality	analysis, data visuals, drilldown functionality	
		No BI Functionality	0
4	Illustrate that system performance does not degrade when processing large data (Latency)	System does not freeze when navigating between screens and processing large data sets	10
		Observable performance degradation	0
5	Demonstrate an integration point with a related system (Example: Finance, Customer relationship management, Human resource in information systems)	Seamless integration to a related system demonstrated	10
		No integration	0

15 NOTES TO BIDDERS

This section outlines basic requirements that must be met. Failure to accept these conditions or part thereof will result in your proposal being excluded from the evaluation process.

- 15.1. Short listed service providers will be invited to present and discuss details of their proposals.
- 15.2. Bidders should complete the merSETA tender documents; Vendor Application forms; SBD 1, 3.3, 4, 6.1, 7.2, 8 and 9 forms before their submissions will be considered.
- 15.3. Tender documents should be presented to merSETA marked “**TENDER FOR Programme Management System**”.
- 15.4. The merSETA will not be liable to reimburse any costs incurred by the bidder during the tender process.
- 15.5. Bidders should identify any work they are currently carrying out or competing

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For which could cause a conflict of interest, and indicate how such a conflict would be avoided.

16 GENERAL

16.1. Bidders should complete the submission register at the security then deposit their documents into the tender box available at Ground Floor Reception on or before 30 April 2021, **12:00 noon** at the address below;

Tender Box

merSETA Head Office

95, 7th Avenue Corner Rustenburg Road

Melville

Johannesburg

2109

16.2. Any tender document not deposited in the marked tender box will not be considered

16.3. Any tender document received after the closing date and time will not be considered.

16.4. Two (2) bound and one (1) unbound hard copies of the proposal must be submitted.

16.5. All correspondence to bidders will be in writing.

16.6. Bidders may attend the opening of the tender box on the closing date.

16.7. Late submissions will not be considered for this tender.

17 DISCLAIMER

The merSETA reserves the right not to appoint a bidder for this tender. The merSETA further reserves the right to split the tender with more than one bidder or award a portion of this tender to other bidders.

The merSETA shall rescind a bid award or contract should a bidder be found to have violated Supply Chain Practices.

The merSETA does not bind itself to accept the lowest tender.

Approved by: _____

Name: Mr Naphtaly Mokgotsane
Designation: Chairperson: Bid Specification Committee

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**PART A
INVITATION TO BID**

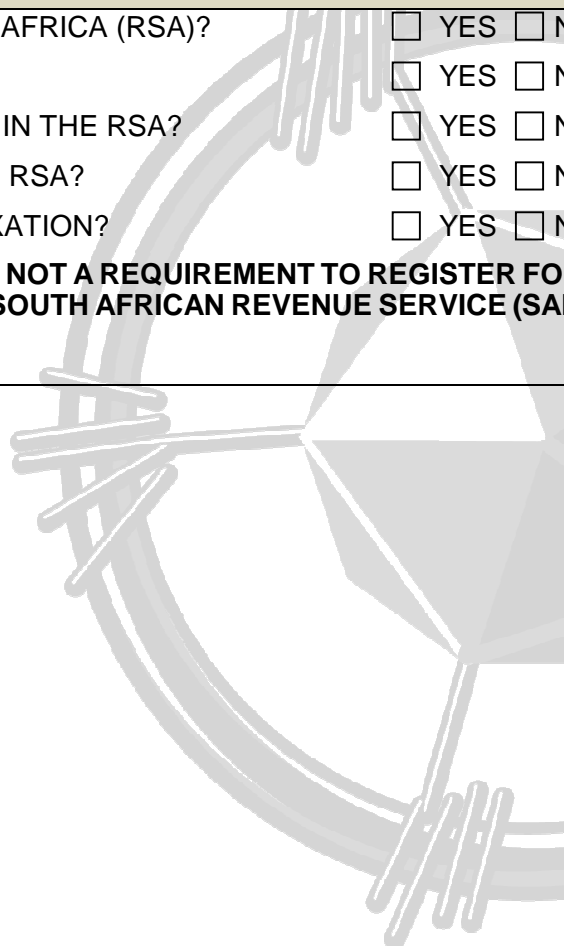
YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

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ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER PART B:3]
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QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.	



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PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- 1.4. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

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PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.:
CLOSING TIME..... CLOSING DATE.....

OFFER TO BE VALID FOR DAYS FROM THE CLOSING DATE OF BID

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project. R.....		
3.	PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)		
4.	PERSON AND POSITION	HOURLY RATE	DAILY RATE
	R.....
	R.....
	R.....
	R.....
	R.....
5.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	R.....days
	R.....days
	R.....days

Document Title	Pricing Schedule (Professional Services SBD 3.3)		
Document Number	FIN-FM-032	Revision Date	01 August 2018
Page Number	Page 1 of 3	*Next Revision Date	01 August 2020
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Review: Senior Manager: Supply Chain and Contract Management		Approved: CEO	

Name of Bidder:

..... R.....days

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....
TOTAL: R.....			

6. Period required for commencement with project after acceptance of bid.....
7. Estimated man-days for completion of project.....
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....
-

Document Title	Pricing Schedule (Professional Services SBD 3.3)		
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Name of Bidder:

*[DELETE IF NOT APPLICABLE]

Any enquiries regarding bidding procedures may be directed to the –

(INSERT NAME AND ADDRESS OF DEPARTMENT/ENTITY)

Tel:

Or for technical information –

(INSERT NAME OF CONTACT PERSON):

Tel:



Document Title	Pricing Schedule (Professional Services SBD 3.3)		
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DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:.....
 - 2.3 Position occupied in the Company (director, trustee, shareholder², member):
 - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

¹"State" means –

 - (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
 - (b) any municipality or municipal entity;
 - (c) provincial legislature;
 - (d) national Assembly or the national Council of provinces; or
 - (e) Parliament.

Document Title	Declaration Of Interest (SBD 4)		
Document Number	FIN-FM-025	Revision Date	01 April 2020
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²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:
Name of state institution at which you or the person connected to the bidder is employed :
Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attach proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

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.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Number	Income Reference	State Employee Number / Persal Number

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4 DECLARATION

I, THE UNDERSIGNED (NAME).....

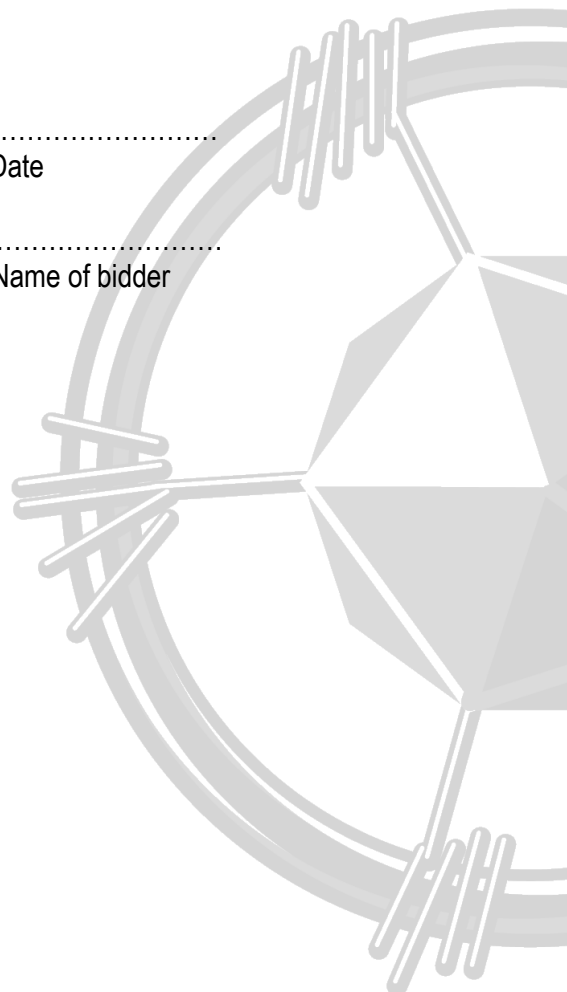
CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS
DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



Document Title	Declaration Of Interest (SBD 4)		
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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 a) The value of this bid is estimated to **exceed/not exceed** R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or

b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (delete whichever is not applicable for this tender).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

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Reviewed by: Chief Financial Officer		Approved by: Chief Executive Officer	

- 1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

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2. DEFINITIONS

- (a) B-BBEE **means** broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) B-BBEE status level of contributor **means** the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) Bid **means** a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) Broad-Based Black Economic Empowerment Act **means** the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) EME **means** an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) Functionality **means** the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) Prices **means** all applicable taxes less all unconditional discounts;
- (h) Proof of B-BBEE status level of contributor **means**:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) QSE **means** a Qualifying Small Business Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) Rand Value **means** the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.

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3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

4. BID DECLARATION

- 4.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

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5. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

5.1 B-BBEE Status Level of Contributor =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

6. SUB-CONTRACTING

6.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

6.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted%
- ii) The name of the subcontractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

7. DECLARATION WITH REGARD TO COMPANY/FIRM

7.1 Name of company/firm:

7.2 VAT number:

7.3 Company registration number:

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7.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

.....

7.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

7.7 Total number of years the company/firm has been in business:

.....

7.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;

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- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

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SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.

Document Title	Contract Form Rendering of Services (SBD 7.2)		
Document Number	FIN-FM-033	Revision Date	01 May 2019
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Reviewed: Chief Financial Officer		Approved: Chief Executive Officer	

5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES

1

2

DATE:

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as.....
accept your bid under reference numberdated.....for the rendering of services
indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

Document Title	Contract Form Rendering of Services (SBD 7.2)		
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DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1

2

DATE:

Document Title	Contract Form Rendering of Services (SBD 7.2)		
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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Document Title	Declaration Of Bidder's Past Supply Chain Management Practices (SBD 8)		
Document Number	FIN-FM-027	Revision Date	01 April 2020
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4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Document Title	Declaration Of Bidder's Past Supply Chain Management Practices (SBD 8)		
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CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

Document Title	Certificate Of Independent Bid Determination (SBD 9)		
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Revision Number	Rev 03	Access	Controlled
Reviewed by: Chief Financial Officer		Approved by: Chief Executive Officer	

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

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6. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
7. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
8. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirect
9. ly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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Signature

.....
Date

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Position

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Name of Bidder

Document Title	Certificate Of Independent Bid Determination (SBD 9)		
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Revision Number	Rev 03	Access	Controlled